

CaER ISO9000 Monthly Status Report

Caroline Wang

10/12/99

Agenda

- Major Milestone
- Organization Work Instruction Status
- CaER Center Wide document status
- Internal Audit Preparation
- Actions

Major Milestone

- November 15-19 -----MSFC Internal Audit (new scope)
- February, 2000---NQA Pre-assessment audit for new scope
- May, 2000-----NQA registration audit

Customer and Employee Relations Directorate (CaER)

Organization Work Instruction Status Report

As of: 9/29/99

<u>Org.</u>	<u>#OWI's</u>	<u>#OWI's Draft</u>	<u>In work</u>	<u>Baseline</u>	<u>Plan completion Date</u>	<u>Responsible Person(s)</u> <u>(Manager/Org. Rep.)</u>
CD01	2	1		1	10/25/99	T. Washington/S. Cloud
CD02	4			4	Completed	D. Jeffreys(P)/C. Plank (A)
CD03	1			1	Completed	B. Brewster(P)/Vacant(A)
CD10	13	1	1	11	10/25/99	D. Hightower/M. Blackman
CD20	2			2	Completed	G. Walker/P. Schultz
CD30	1			1	Completed	S. Little/B. Hayes
CD40	2			2	Completed	N. Brown/A. Storey
CD50	8			8	Completed	S. Hendrick/J. Hollingsworth
CD60	2			2	Completed	J. Pruitt/T. Guthrie
CD70	10			10	Completed	D. Amatore/J. Malone
<u>TOTALS</u>						
Now:	45	2	1	42	---	---

Note: Susan Cloud is the Deputy Director (and has ISO responsibility)
 CaER Directorate ISO9000 Implementation Team Leads and DCB members:
 C. Wang/Primary, P. Schultz/Alternate

Center Wide Document Status

• DCB Approved	6
• CaER Approved	13
• Draft	1
• In Work	1
• Total	21

Internal Audit Preparation

Auditor's request

- List of CAER personnel by organization (org. chart) including location and phone number
- List of new hires and transfers within CAER
- Areas of the organization that are newly in scope.
- Completed element applicability chart (attached) for each department/office in the Directorate.

Action items

- Element Applicability Chart
- List of new hires
- List of organizations that are newly in Scope
- List of NASA employees who have not yet attended the Center ISO9000 training
- List of CaER employees who had the ISO9000 Auditor's training